

JOB OPPORTUNITY

Franchise Tax Board is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent
Full-time

☐ Permanent
Intermittent

☐ Limited-term
(Temporary)
Length _____

☐ Formal Training
and Development
Assignment

Position Title: Section Timekeeper
Location: Bradshaw Plaza, FTB
Salary Range: \$2348-\$2855

Classification: Office Technician (Typing) Lateral Only
Section/Unit: 633/Individual Tax Collection Bureau
Number of Vacancies: 1

Job Description: (includes typical duties)

Under the general direction of an Office Services Manager I, performs duties as timekeeper for a staff of approximately 200 full-time and 30 temporary employees. Responsible for time reporting (using Timezone and KeepersKeeper) and preparing, maintaining and filing all related personnel transactions. Coordinates with the Personnel Office for a smooth flow of employee documents. Coordinates with supervisors and staff for processing of work information. Performs a wide variety of administrative tasks. Works in partnership with management and team members to promote and encourage the ongoing awareness and implementation of our mission and values.

Required Knowledge, Skills, and Abilities:

- Good organizational, written and oral communication skills
- Knowledge of general office procedures and experience using personal computers (Word, Excel, Visio)
- Ability to work effectively with people at all levels both independently and as a member of a team
- Ability to exercise good judgment and dependability
- Ability to pay close attention to detail and proceed independently from general directions
- Good work habits and attendance
- Good sense of humor
- Excellent interpersonal skills and enjoy working with a diverse work group

Desirable Experience/Qualifications:

- Knowledge of timekeeping programs and reports
- Experience with personnel transactions
- Experience with State Administrative policies and procedures
- Knowledge of the department's policies and procedures

Mail or hand deliver your application by: June 15, 2001

Contact Person: Julia Sorenson - Bradshaw Plaza Mail Stop H-13 Telephone Number: 916-845-4479

Address/Room Number: PO Box 550, Sacramento, CA 95812-0550, Attention: Exams

Special Instructions: Application can be mailed directly to: Julia Sorenson 9750 Business Park Dr. Sacramento, CA 95827

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list or have reinstatement eligibility. Applications will be screened and only the most qualified applicants will be interviewed.

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

Franchise Tax Board's TDD telephone number is (800) 822-6268.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.